

## Special Event Fire/Safety Application

## (PLEASE READ ALL INFORMATION IN THE PACKET BEFORE FILLING OUT THE APPLICATION)

	If there will be tents or canopies, please complete the following:				
	Number of tents:	or canopies:			
	Note: Tents over 200 square feet and canopies (three open sides) over 400 square feet will require a permit. Your tent supplier will need to contact the Fire Department to acquire the permit.				
	Tent Supplier:		Contact:	Phone:	
	Fire Department approval date				
	*You must include a site plan, which indicates exact locations and dimensions of tents/canopies.				
	Medical Standby				
	The Fire Department requests that you have an emergency medical standby when the daily attendance of the event is anticipated to exceed 5000 people.				
	If there is a need for standby emergency medical staff (paramedic(s)/emergency medical technician(s)), provide the name of the agency or company providing the service with a contact name and phone number:				
	Agency/Company Name:				
	Contact:		Pho	one No.	
٦	Temporary Extension of Premises				
If your event includes a temporary extension of premises, you must obtain an occupant load for your extension from the Fire Department. Please include a detailed site plan showing the location of the extension of premises requested, and any tables and chairs, stage, bars, port a potties etc. within the extension. Also include length and width of extension of premises.					
Ċ	The detailed site plan is required to have dimensions of the length and width of the total area and the dimensions of the above stated items shown on the plan so that an accurate occupant load may be determined.				